STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

MANDATORY USE CONTRACT FOR: PROFESSIONAL PEST CONTROL SERVICES

CONTRACT No.: OT906312

EFFECTIVE DATES: 07/01/2012 to 06/30/2015
* Renewal through 06/30/17

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT906312 that opened on 05/23/12 and to Bid No. OT906712 that opened on 05/30/12. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to various institutions listed herein, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to $2500.00 using the State of Ohio payment card. Any purchase that exceeds $2500.00 will be made using the official State of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

http://www.ohio.gov/procure

Partial Minority Business Enterprise Award in accordance with ORC CH. 125.081

*To indicate renewal for 12 months through 06/30/17.

Signed: _____
Robert Blair, Director Date

TABLE OF CONTENTS

| CLAUSES | PAGE NO. |
|---|---|
| Delivery and Acceptance | 3 |
| Award | 5-6 |
| Evaluation | 6 |
| Specifications | 8-27 |
| Contractor's Index | 30 |
| **CONTRACT ITEMS** | |
| Columbus Developmental Center | 28 |
| Correctional Reception Center | 28 |
| Grafton Correctional Institution | 28 |
| Marion Correctional Institution | 28 |
| Ohio Reformatory for Women | 28 |
| Lorain Correctional Institution | 28 |
| Dayton Correctional Institution | 28 |
| Northcoast Behavioral | 28 |
| Group 1 | |
| Southeastern Correctional Institution | 29 |
| Hocking Correctional Facility | 29 |
| Group 2 | |
| London Correctional Institution | 29 |
| Madison Correctional Institution | 29 |
| Group 4 | |
| General Service Division (All Buildings) | 29 |
| Division of Office Services (4200 Surface Rd.) | 29 |
| Governor's Residence (358 Parkview) | 29 |
| Ohio Department of Buildings (25 S. Front St., 35 E. Chestnut St., 246 N. High St.) | 29 |

## SPECIAL CONTRACT TERMS AND CONDITIONS

**DELIVERY AND ACCEPTANCE:** Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

**AMENDMENTS TO CONTRACT TERMS AND CONDITIONS:** The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

**SUBCONTRACTING:** Only the Contractor will perform the services as specified, subcontracting will not be allowed during the duration of this contract. All Contractors will be held solely responsible to meet the performance schedules and specifications for services in a timely and professional manner.

**Potential Bidder(s) may or may not attend site visit.**
**SITE VISIT**: A site visit will be held on various dates at various locations to survey the facility and discuss the requirements of the bid. To schedule an appointment, please refer to chart on Page(s) 4-5. The site visit will commence promptly at times indicated barring an unforeseen circumstance that results in a delay of the site visit. Each Bidder must contact the facility(s) they want to Bid, approximately 1 to 2 days ahead of time during normal business day(s), Monday through Friday, 8:00 a.m. to 5:00 p.m., to schedule admittance on the date(s) and time(s) listed below. Bidders must have with them a picture/ I.D. (such as a valid Ohio driver's license) and company I.D. in order to be admitted into the institutions. The purpose of the visit(s) is for the Bidders to familiarize themselves with 1) location and size of the facility, 2) the security guidelines at each institution, and 3) specific areas to be serviced. The state will not be responsible to a bidder for their failure to obtain information discussed during the site visit due to their failure to attend and/or arriving after the site visit has convened.

Please contact the facility you wish to visit during regular business hours to make arrangements for authorization to enter the facility.

**Potential Bidder(s) Must attend Site visit.**
**MANDATORY SITE VISITS**: Listed below are the dates and times of the mandatory site visits scheduled to survey the facilities and discuss the requirements of the Bid. Each Bidder must contact the facility(s) they want to Bid, approximately 1 to 2 days ahead of time during normal business day(s), Monday through Friday, 8:00 a.m. to 5:00 p.m., to schedule admittance on the date(s) and time(s) listed below**.** **Attendance will be taken**. If your company is the current Contractor you are not excluded from the mandatory site visit and must attend or be represented, in order to Bid.

The mandatory site visit will commence at the time(s) and date(s) listed below. The state will not be responsible to a Bidder for their failure to obtain information discussed during the mandatory site visit due to late arrival. Bidders must have with them a picture/ I.D. (such as a valid Ohio driver's license) and company I.D. in order to be admitted to institutions. The purpose of the visit(s) is for the Bidders to familiarize themselves with 1) location and size of the facility, 2) the security guidelines at each institution, and 3) specific areas to be serviced.

**Optional Site Visit.**
**SITE VISIT**: Prior to submitting their bid response, the bidder should visit the agency(ies) they are bidding in order to survey the facility(s) and to become familiar with the requirements of the bid. The bidder must contact each facility to schedule an appointment. Each Bidder must contact the facility(s) they want to Bid, approximately 1 to 2 days ahead of time during normal business day(s), Monday through Friday, 8:00 a.m. to 5:00 p.m., to schedule admittance on the date(s) and time(s) listed below. Bidders must have with them a picture/ I.D. (such as a valid Ohio driver's license) and company I.D. in order to be admitted to institutions. The purpose of the visit(s) is for the Bidders to familiarize themselves with 1) location and size of the facility, 2) the security guidelines at each institution, and 3) specific areas to be serviced.

Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

| INSTITUTION | INSTITUTION CONTACT | TELEPHONE NUMBER | SITE VISIT DATE AND TIME |
|---|---|---|---|
| **Ohio Reformatory for Women**<br>**1479 Collins Rd.**<br>**Marysville, OH 43040** | Mark.C.Smith@odrc.state.oh.us<br>Mark C. Smith | (937) 642-1065<br>Ext. 2048 | **Monday**<br>**May 7, 2012**<br>**Site Visit**<br>**9:00 a.m.** |
| **Marion Correctional Institution**<br>**940 Marion-Williamsport Rd. E**<br>**Marion, OH 43302** | Steven.harford@odrc.state.oh.us<br>Steven Harford | (740) 382-5781<br>Ext. 2400 | **Monday**<br>**May 7, 2012**<br>**Site Visit**<br>**11:00 a.m.** |
| **Hocking Correctional Institution**<br>**P.O. Box 59, 6759 Snake Hollow Rd.**<br>**Nelsonville, OH 45764** | Craig.Rich@odrc.state.oh.us<br>Craig Rich | (740) 753-1917<br>Ext. 2250 | **Tuesday**<br>**May 8, 2012**<br>**Mandatory Site-Visit**<br>**8:30 a.m.** |
| **Southeastern Correctional Institution**<br>**5900 B.I.S. Rd**<br>**Lancaster, OH 43130** | Jeff.Stanforth@odrc.state.oh.us<br>Jeff Stanforth | (740) 653- 4324<br>Ext. 2102 | **Tuesday**<br>**May 8, 2012**<br>**Mandatory Site-Visit**<br>**11:00 a.m.** |
| **London Correctional Institution**<br>**1580 St. Rt. 56**<br>**London, OH 43140** | Mike.Mickle@odrc.state.oh.us<br>Mike Mickle | (740) 852-2454<br>Ext. 1060 | **Wednesday**<br>**May 9, 2012**<br>**Site Visit**<br>**8:00 a.m.** |
| **Madison Correctional Institution**<br>**1851 St. Rt. 56**<br>**London, OH 43140** | Warren.Gebhart@odrc.state.oh.us<br>Warren Gebhart | (740) 852-9777<br>Ext. 2204 | **Wednesday**<br>**May 9, 2012**<br>**Site Visit**<br>**11:00 a.m.** |
| **Correctional Reception Center**<br>**11271 St. Rt. 762**<br>**Orient, OH 43146** | Karen.Duffel@odrc.state.oh.us<br>Karen Duffel | (614) 877-2441<br>Ext. 7000 | **Thursday**<br>**May 10, 2012**<br>**Site Visit**<br>**8:30 a.m.** |
| **Columbus Developmental Center**<br>**1601 West Broad St.**<br>**Columbus, OH 43222** | Randy.Kinser@dodd.ohio.gov<br>Randy Kinser | (614) 272-3122 | **Thursday**<br>**May 10, 2012**<br>**Site Visit**<br>**11:00 a.m.** |
| **Dayton Correctional Institution**<br>**4104 Germantown Rd.**<br>**Dayton, OH 45417** | David.Ragland@odrc.state.oh.us<br>David Ragland<br>For Site Visit Only Contact<br>Rick Terrill<br>(937) 263-0060, Ext. 2286 | (937) 263-0060<br>Ext. 2151 | **Friday**<br>**May 11, 2012**<br>**Site Visit**<br>**9:00 a.m.** |
| **Grafton Correctional Institution**<br>**2500 S. Avon-Belden Rd.**<br>**Grafton, OH 44044** | *Robert.Reisdorff@odrc.state.oh.us<br>*Robert Reisdorff | *(440) 748-5761 | **Tuesday**<br>**May 15, 2012**<br>**Site Visit**<br>**9:00 a.m.** |
| **General Services Division**<br>**Ohio Department of Buildings**<br>**25 S. Front St.**<br>**Columbus, OH 43215** | Brian.Burkhardt@das.state.oh.us<br>Brian Burkhardt | (614) 466-2400 | **Monday**<br>**May 14, 2012**<br>**Site Visit**<br>**8:30 a.m.** |
| **General Services Division**<br>**246 N. High and 35 E. Chestnut St.**<br>**Columbus, OH 43215** | Eric.Hanna@das.state.oh.us<br>Eric Hanna | (614) 332-1875 | **Monday**<br>**May 14, 2012**<br>**Site Visit**<br>**10:00 a.m.** |

*Indicates change to contact information.

| INSTITUTION | INSTITUTION CONTACT | TELEPHONE NUMBER | SITE VISIT DATE AND TIME |
|---|---|---|---|
| **General Services Division/Dept. of Administrative Services**<br>**4200 Surface Rd.**<br>**Columbus, OH 43228** | Jean.Booze@das.state.oh.us<br>Jean Booze | (614) 644-0339 | **Monday**<br>**May 14, 2012**<br>**Site Visit**<br>**1:00 p.m.** |
| **Northcoast Behavioral Healthcare**<br>**1756 Sagamore Road**<br>**Northfield, OH 44067** | Jeffery.Coffman@mh.ohio.gov<br>Jeff Coffman | (330) 351-9238 | **Optional Site Visit** |
| ****Richland Correctional Institution** | | | |
| **Lorain Correctional Institution**<br>**2575 South Avon-Belden Rd.**<br>**Grafton, OH 44044** | George.Wenner@odrc.state.oh.us<br>George Wenner | (440) 748-1049<br>Ext. 343 | **Optional Site Visit** |
| **General Services Division**<br>**Governor's Residence**<br>**385 Parkview Avenue**<br>**Columbus, OH 43209** | Ann.Boeckman@governor.ohio.gov<br>Ann Boeckman | CALL MR. TOM NEWKIRT FOR DETAILS REGARDING THIS FACILITY (614) 644-7644, Ext. 5 or Cell (614)554-9417 | **NO SITE VISIT** |

**TRANSPORTATION CHARGES:** All exterminating services rendered shall be F.O.B. and prepaid to destination.

**PROOF OF LICENSE:** Each bidder is to submit with their bid a copy of their current license. The license must cover the specification requirements stated in this bid. The Contractor and pesticide technicians shall be properly licensed by the Ohio Department of Agriculture and shall be in compliance with all existing federal, state, and local regulations governing the performance of pest control work and the use of pest control materials.

**LICENSE CATEGORIES:** In order to be considered for award of this contract, the bidder shall be licensed by the Ohio Department of Agriculture in the following categories which include CORE, Category 7 and 10 as listed below:

CORE
(7) Vertebrate Animal Control

(10) Domestic, Institutional, Structural, and Health-related Pest Control
- (a) General Pest Control
- (b) Termite*
- (d) Mosquito, House fly, and other Vector Control

**NOTE:** Bidder's license shall be active, at the time of bid opening, and in force for the duration of the contract.

**AWARD**: There will be one (1) award for each institution made to the lowest responsive and responsible Bidder meeting all Bid specifications, and requirements listed herein for the following institutions:

1. Columbus Developmental Center
2. Correctional Reception Center

*Indicates license to be requested on an as needed basis.

**Indicates institution removed.

3. Dayton Correctional Institution
4. Grafton Correctional Institution
5. Lorain Correctional Institution
6. Marion Correctional Institution
7. Northcoast Behavioral Healthcare
8. Ohio Reformatory for Women
*9. Richland Correctional Institution

There will be one low lot total award to the lowest responsive and responsible Bidder meeting all Bid specifications and requirements listed herein for each of the following groups of institutions:

1. Southeastern Correctional Institution, Hocking Correctional Institution
2. Madison Correctional Institution, London Correctional Institution
3. General Services Division/Ohio Department of Buildings 25 S. Front St. Columbus, OH 43215, General Services Division, 246 N. High and 35 E. Chestnut St., Columbus, OH 43215, Department of Administrative Services/ General Services Administrative, 4200 Surface Rd., Columbus, OH 43228, Governor's Residence, 385 Parkview Avenue, Columbus, OH 43209

**EVALUATION**: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, to determine the price of each institution/group of institutions, the state will multiply the estimated per application cost or monthly cost whichever is applicable of each institution will be used to determine the total cost per year. The lowest total for all three (3) years will determine the low Bid. Although there will be separate awards made, Bidders are eligible to receive awards of multiple and/or group locations providing he/she is the lowest responsive and responsible Bidder meeting all Bid specifications and requirements.

**BIDDER QUALIFICATIONS AND DOCUMENTATION:** Bidder must utilize trained personnel directly employed or supervised by him for services rendered under this contract. Bidder must be able to supply personnel, equipment and materials to perform professional pest control services on any awarded facility.

Bidder may be asked to supply the name of a supervisor and an alternate identified with copies of applicator license during the evolution of this contract. The supervisor shall be the Contractor's authority to act on matters pertaining to the performance of services required under the contract. This individual shall assure safety and carry out coordination and continuity of the program routine. The supervisor and alternate shall both have a working knowledge of this contract and detailed pest control services plan and schedule for each building. The supervisor and alternate must both meet the qualifications identified below:

Pest Control Technicians: The Contractor may be requested to provide, the names of all pest control personnel assigned to this contract and pertinent information regarding their qualifications, experience and training. Throughout the life of this contract all personnel providing on-site pest control services must be certified within the appropriate category of structural and health related pest control. No uncertified personnel will be permitted to work on-site under this contract.

A. Conduct - The Contractor and pest control personnel shall maintain the highest standards of conduct and integrity while on facility premises.

B. Appearance - Pest control technicians shall wear a distinct uniform with the company's name displayed and present a clean, neat and professional appearance. Technicians shall have an identification photo also.

C. Identification - The Contractor's personnel shall wear proper company identification when servicing the facilities(s).

D. Personnel's Equipment - The Contractor shall supply and insure that each service technician assigned to these facilities maintains the necessary and required equipment for the safe use and application of pesticides as required by conditions.

E. Replacements - The Contractor shall be responsible for the orientation of replacement personnel who are not familiar with the facilities to be serviced.

*Indicates institution was removed.

Bidder must have a minimum of five (5) years experience in professional pest control services. A letter on bidder's company letterhead certifying that the bidder meets the above requirements should be submitted with the bid response. Failure to submit letter as specified may deem your bid non-responsive and further consideration for award may not be given.

Bidder is to provide three (3) references of commercial customers for whom the bidder has provided preventive maintenance services for pest control services similar to the services listed in the bid within the last three (3) years, including contact name and telephone number. Failure to submit references as specified may deem your bid non-responsive and further consideration for award may not be given.

A copy of the pest control work order form and supporting documentation that the Contractor proposes to use may be requested. Failure to supply a copy of the pest control work order form within seven (7) calendar days after notification may deem your bid non-responsive and further consideration for award may not be given.

**NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX INDENTIFICATION NUMBERS:** The Department of Administrative Services (Department) requires vendors and contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

**EXPENDITURE OF PUBLIC FUNDS ON OFFSHORE SERVICES**: The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Contract.

The bidder must complete the attached Contractor/Subcontractor Affirmation and Disclosure form attachment to abide with Executive Order 2011-12K, affirming no services of the Contractor or its subcontractors under this Contract will be performed outside the United States. During the performance of this Contract, the Contractor must not change the location(s) of the country where the services are performed, change the location(s) of the country where the data are maintained, or made available unless a duly signed waiver from the State has been attained to perform the services outside the United States.

**EDGE Certification**: The Office of Procurement Services has identified those Contractors who were E.D.G.E. certified at the time of award of the Contract. It is possible that a Contractor's certification status may change during the term of the Contract. Agencies should refer to the Equal Opportunity Division website at http://www.das.ohio.gov/eod/mbesearch/edgeindex.asp
to verify E.D.G.E. Certification status of the Contractor.

**USAGE REPORTS:** Every six (6) months the Contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Peggy J. Canada.

SPECIFICATIONS

I. GENERAL REQUIREMENTS

A. SERVICE REQUIREMENTS

1. The pest control Contractor will furnish necessary labor, equipment and material. The Contractor will provide the building with service for the extermination and prevention of pest infestation of all reported infestation plus scheduled services.

2. The scheduled service will include all offices, restrooms, eating areas, halls, service closets, panel closets, penthouse, crawl spaces, basement, sub-basement, vent stacks, food preparation, storage, dormitories, agricultural areas and any other areas that the institution deems necessary in the specifications including outside perimeter of buildings.

   The Contractor shall perform routine pest control services that do not adversely affect building occupant health or productivity during the regular hours of operation in the buildings. When it is necessary to perform work outside of the regularly scheduled hours set forth in the following specifications of the institutions listed herein, the Contractor shall notify the Building Superintendent at least one day in advance.

3. Pest control services shall be a process for achieving long-term, environmentally sound pest suppression through the use of a variety of technological and management practices. Strategies in a pest control service program is to include monitoring and physical, cultural, biological, and procedural modifications that reduce the food, water, harborage, and access used by pests. Chemical controls are used only as a last resort after considering nontoxic options.

4. All services are to be done during normal business hours, unless otherwise specified. It is to be the Contractor's responsibility to determine the amount of man hours necessary to cover the site. The method used must be effective for no less than thirty (30) days after each application. The Contractor must contact the building superintendent and/or health and safety coordinator prior to any service and give a report on areas covered upon completion of services.

5. Contractors will adhere to all institution security requirements.

6. All Contractor personnel working in or around buildings designated under this contract shall wear distinctive clothing. The Contractor shall determine the need for and provide any personal protective items required for the safe performance of work. Protective clothing, equipment, and devices shall comply with FIRE (Federal Insecticide, Fungicide, and Rodenticide Act) and the specific pesticide labels.

B. VERMIN CONTROL

The successful Contractor will furnish necessary labor, equipment, and materials for extermination, control, and prevention of all pests including, but not limited to, rats, mice, roaches of all varieties, flies, bees of all varieties, yellow jackets, water bugs, bedbugs, fleas, lice, silverfish, spiders, ants and clover mites.

The following pest are excluded from this contract: birds, bats and other vertebrates other than commensal rodent; termites and other wood-destroying organisms; mosquitoes; pests located outside buildings that primarily feed on outdoor vegetation.

Work Report - The Contractor's technician must submit to the building's designated representative signed copies of work orders indicating check-in and check-out time, the area serviced, method used, the pesticide used, and the rate/concentration or amount of material applied. These orders will become the basis for the proof of services rendered in order to qualify the Contractor for payment. The Contractor is required to specify specific days that work will be performed weekly. On reporting to the Institution the Contractor will check-in on arrival. The Contractor will then report to the general storeroom to pick up the pest control log which will be the instrument which will become the basis for payment. The Contractor must report to the office specified for each building entered and be escorted throughout. Each escort will sign the log on completion. The log is returned to the general storeroom at the end of the day. Upon completion of the work, the Contractor will check-out.

The Contractor shall provide detailed, site-specific recommendation for any structural and procedural modifications needed for pest prevention. No partial treatments of buildings will be accepted unless the Licensed Pesticide Applicator can provide reasonable evidence to the Building Superintendent that the infestation is localized within a specific area and will not spread beyond the zone of treatment.

Emergency Service – The Contractor will provide emergency service to treat infested areas, upon request, within twenty-four (24) hours of notification. This Contractor's emergency service number shall give the institution access to the Contractor on a twenty-four (24) hour basis.

Contractor's emergency service telephone number: AAA General Services (614) 619-6044 and Environment Plus (614) 263-0202. *

Initial Building Inspections - The Contractor and Building Superintendent or Health & Safety Coordinator shall conduct a thorough, initial inspection during the first month of this contract. The purpose of the initial inspection is for the Contractor to evaluate the pest control needs of the property and discuss these with the Building Superintendent. Access to the building shall be coordinated with the Building Superintendent. The inspection shall address:

1. Identification of problem area in and around the buildings.

2. Identification of structural features or sanitation problems contributing to pest infestations.

3. Discussion of the effectiveness of previous control efforts.

4. Facilitation of Contractor access to all necessary areas.

Information about restrictions, special safety precautions, or other constraints of which the Contractor should be aware.

Inspections and Recommendations - The Contractor will perform inspections and make recommendations to the facility managers on a monthly basis concerning repairs to the building that may be necessary in order to seal off entrance points of pests or rodents, and also for the removal of harborages and food supplies. Indication or evidence of termites or other wood destroying organisms should be reported immediately.

The Contractor will also submit a name of a company or a written recommendation to the Building Superintendents Office and one to the Office of Building Maintenance and Security (when applicable).

The Contractor shall describe physical, structural, operational, biological, and least hazardous chemical responses to pest populations that exceed the established thresholds or other measures aimed at preventing pest infestations. The Contractor shall use non-chemical methods wherever possible.

The Contractor shall minimize the use of pesticides whenever possible. These applications shall be restricted to unique situations where no alternative measures are available or practical and non-chemical options have been exhausted. The pesticides used by the Contractor must be registered with U.S. Environmental Protection Agency (EPA) and used in strict accordance with the manufacturer's label instructions and all applicable federal, state, and local laws and regulations.

The Contractor shall not use any pesticide until after inspections or monitoring indicate the presence of pests that exceed action thresholds and non-chemical control methods or action have not reduced the pest population to below the action threshold. The Contractor shall provide a written report explaining the identity of the target pest, the need for such treatment, the time and specific place of treatment, the pesticide to be used, the method of application, what precautions should be taken to ensure tenant and employees safety, and the steps taken to ensure the containment of the pesticide to the site of application. The Contractor shall employ the least-hazardous material, most precise application technique, and minimum quantity of pesticide necessary to achieve control.

* To advise of removal of expired contractor information.

SPECIFICATIONS (Cont'd)

Pesticides - Pesticide applications shall be by need and not by schedule. The Contractor must obtain written permission from the Building Superintendent to use pesticides that require notification of staff under state law.

All pesticides must be approved for use in food processing facilities and animal housing facilities by the Ohio Department of Agriculture, the U.S. Department of Agriculture, the Food and Drug Administration, the United States and Ohio Environmental Protection Agencies, and all other appropriate Federal, State, County or Local Agencies that have jurisdiction.

Pesticides must be administered by qualified technicians. The Contractor will comply with all rules and regulation set forth in The Federal Insecticide, Fungicide, Rodenticide Act, as currently amended; known as FIRE, and all articles of the Ohio Pesticide Law as currently amended.

The successful bidder will provide a list of all chemicals with EPA warnings and antidotes to be used to the building's designated representative.

The Contractor(s) will submit to the agency/institution, Building Superintendent, a Material Safety Data Sheet (MSDS) prior to any product(s) being used at the agency/institution. The Contractor shall provide current labels for all pesticides to be used as well as brand names of pesticide application equipment, rodent bait boxes, pest monitoring devices, pest surveillance and detection equipment, and any other pest control devices or equipment that may be used to provide services.

The Contractor will contact the business office or the safety office at the institution for further directions.

The chemical compounds used to kill the pests will provide residual control for as long as can be reasonably expected, while still complying with the rotational requirement to avoid resistant populations of pests.

The Contractor will collect and dispose of all dead rats and mice, and the work will be performed in such a manner that interference with the building operation is minimal. The Contractor must leave the areas neat and clean.

C. INSECT CONTROL

Sticky traps shall be used to guide and evaluate indoor insect populations and control efforts as appropriate.

The Contractor shall use non-chemical methods of control whenever possible for example:

1. Portable vacuums rather than pesticide sprays shall be used for initial cleanouts of cockroach infestations, for swarming (winged) ants and for control of spiders in webs wherever appropriate.

2. Exclusion and trapping devices rather than pesticide sprays shall be used for control of flying insects indoors wherever appropriate.

3. Bait formulations shall be used for cockroach and any control wherever appropriate. Bait shall be placed in areas inaccessible to employees and other building occupants.

The location of all monitoring devices, bait stations and other control devices shall be recorded in the pest control services log book.

D. RODENT CONTROL

Outdoor Trapping - Rodenticide applications outside the building shall emphasize the direct treatment of rodent burrows whenever feasible. When rodent burrows cannot be located, exterior rodent control shall be accomplished with secured EPA-registered tamper-resistant bait boxes. Each bait box shall be labeled with the Contractor's business name and address. Each bait box must be anchored and have date and initial stickers placed on the inside of each lid. Each sticker must be dated and initialed each month by the Contractor's Service Technician. Bait is to be secured within the bait station and should be changed at least every 90 days to ensure effectiveness. Tracking powder, mechanical traps, and glue boards may be needed for additional rodent control.

SPECIFICATIONS (Cont'd)

The Contractor at no additional charge shall provide these products. The Contractor shall maintain a minimum inventory of (1) one case of glue boards for agency use on an as needed basis or as otherwise requested within the specifications per facilities listed herein.

Indoor Trapping - Rodent control inside occupied buildings shall be accomplished with trapping devices only. All such devices shall be accomplished with trapping devices only. All such devices shall be concealed out of the general view and in area inaccessible to employees and other building occupants and in protected areas not affected by routine cleaning and other operations. The Contractor must check trapping devices regularly. Each trapping device must have a date and initial sticker on the inside of each lid. The stickers must be dated and initialed each month by the Contractor's Service Technician. The Contractor shall dispose of rodents killed or trapped found upon inspection during the Contractor's regularly scheduled service date. Trap-checking and rodent removal will be the responsibility of personnel outside of the Contractor's regularly scheduled service date. In some cases EPA-registered tamper-resistant bait boxes may be used indoors, but only upon approval from the Building Superintendent.

E. SAFETY OBLIGATIONS

The Contractor will not use anything in the chemical formulation that will be injurious to human beings and animals, that will endanger health or life, damage electric wiring or any property, or equipment with which the formulation may come in contact. No deadly poisons; e.g. 1080, arsenic, bad odor types etc., are to be used by the Contractor except under controlled conditions and with prior written approval from the Building Superintendent. Pesticides must be applied by qualified operators licensed under the Ohio Pesticide Use and Application Law by the Ohio Department of Agriculture, Division of Plant Industry and Division of Animal Industry.

The Contractor must use chemicals compatible with humans safety and be applied in such a manner to minimize risks to humans and pets.

The Contractor will provide photocopies of the business' Pest Control License and Pesticide Applicator Certificates as well as the Pesticide Applicator's Licenses and Identification Badges for every Contractor employee who will be performing on-site services under this contract.

The Contractor's shall be responsible for documenting each visit to the site and all services provided. This file shall include: An copy of the Contractor's approved Pest Control Services Plan, including labels and MSDS for all pesticides used in the buildings, brand names of all pest control devices and the Contractor's service schedule for the building. Also to be include in the file are pest monitoring data sheets, which record the number and specific location of pests as revealed by the Contractor's monitoring program or sightings by building occupants.

The Contractor shall provide copies of a Contractor's Service Report Form at each service, documenting all information on the pesticide applications, including the check-in and check-out times, areas serviced, products used, and the rate /concentration or amount of materials used.

Law and Ordinance Notification - The bidder is responsible for the knowledge and compliance to all pertinent requirements for pest control contained in any and all federal, state, and local regulations.

Personnel - All applications must be made by technicians trained, licensed and certified to make such applications.

## COLUMBUS DEVELOPMENTAL CENTER

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Columbus Developmental Center.

I. SCOPE OF SERVICE

Pest Control - control of common species of pests including but not be limited to rats, mice, roaches, fleas, lice, bedbugs, flies, ants, bees, inside and outside of the facility.

II. CONTRACTOR RESPONSIBILITIES

A. Areas and service frequency

1. The Contractor and/or his designated serviceman will service all buildings located throughout the Columbus Developmental Center. The Contractor is to apply a monthly crack and crevice application of water base residual insecticide to all areas of the institution. All products applied in living and food service areas must be labeled safe for use in such areas. Monthly application is to be provided to all living units, offices, work areas, recreation and storage areas in the stockade, correctional camp and storeroom.

2. The Contractor is to provide a minimum amount of time to service all areas, time in other individual areas may vary.

B. Areas to be serviced once a month.

1. 1700 Residential (16) Dorm Units
2. 1720 Residential (16) Dorm Units
3. 1740 Residential (16) Dorm Units
4. 1760 Residential (16) Dorm Units
5. Broadview Residential (32) Dorm Units
6. Carlson Residential (26) Dorm Units
7. Cedargrove Residential (32) Dorm Units
8. Parkside Residential (32) Dorm Units
9. 1800 Offices
10. 1810 Offices
11. Administration Building
12. Medical Wing Offices/Clinic
13. Rehabilitation Recreation/Pool
14. Old Food Services (Food prep. & Storage Areas)
15. Maintenance (Maintenance Shops & Storage Areas)
16. Transportation (Vehicle Maintenance & Storage Areas)

C. Areas to be serviced weekly.

Food Service Area.

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## CORRECTIONAL RECEPTION CENTER

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Correctional Reception Center.

I. SCOPE OF SERVICE

Pest control - To include but not be limited to rats, mice, yellow jackets, water bugs, silverfish, roaches, fleas, lice bedbugs, raccoons, skunks, bats and ants (inside and outside of buildings). A written report is to be furnished to the business office after each service. Vendor to be on site once a week, areas serviced during weekly visits will be determined by institution.

## CORRECTIONAL RECEPTION CENTER (Cont'd)

1. The contractor and/or his designated serviceman will service all buildings located throughout the Correctional Reception Center as listed. This service will include but is not limited to all the offices, restrooms, food service, halls, service closets, panel closets, crawl spaces, basement, sub-basement, vents, stacks, and any other areas that the institution deems necessary in the requirements.

2. The contractor is to provide a minimum amount of time to service all areas, time in other individual areas may vary.

B. Areas to be serviced once a month:

1. Bldg. 6,7,8,9,10,11,12 - Housing Units
2. Bldg. 3 - Administration, Warden's Area, Infirmary, Segregation, Vending Area/Employee, Vending Area/Visit Room
3. Bldg. 5 - Commissary, Quartermaster, Reception, Maintenance, Psychology, Records, A & O Area, Package Room
4. Bldg. 2 - Visiting, Telephone Room, Control Room
5. All restrooms and hallways
6. Bldg. 1 - Entry Building
7. Bldg. 4 - Education Areas /Library, Recreation, Chapel
8. Bldg. 14 - Rear Salley-port
9. Bldg. 13 - Warehouse
10. Bldg. 16, 17-Trailers

C. Area to be serviced once a week:

Bldg. 5 - Food Service

D. Exterior Treatment:

1. Exterior treatment shall be administered twice yearly or as needed to the exterior of all buildings and the perimeter of the facility.

2. Tracking powder, mechanical traps, and stick boards may be needed for rodent control. These products shall be provided by the contractor in addition to the regular service at no extra charge. Contractor will maintain inventory of (2) two cases of stick boards minimum for agency use on an as needed basis.

E. Contractor cannot service institution during the hours of 10:30 a.m. to 11:30 a.m.

F. Contractor will be required to complete a background check at the agency's request.

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## DAYTON CORRECTIONAL INSTITUTION

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Dayton Correctional Institution.

I. SCOPE OF SERVICE

Pest Control - control of common species of pests including but not limited to roaches, rats, mice, bats, wasps, bees, yellow jackets, fleas, lice, bedbugs, ants, flies, raccoons and other rodents and insects. This is also to include any cats or skunks that may find their way onto the institutions grounds. Bait or Spray will be used in all other areas.

**DAYTON CORRECTIONAL INSTITUTION (Cont'd)**

2. Vertebrate Animal Control - The control of vertebrate animals to include but not limited to raccoons, skunks, possums, cats, etc. Vertebrate animals deemed a nuisance or appear to be sick or injured.

The contractor will supply all traps required to capture and remove from the compound all vertebrate animals deemed to be a nuisance.

The removal of stray cats will be provided on an "as requested basis and will be billed separately".

3. CONTRACTOR RESPONSIBILITIES

The contractor must schedule the work to be performed to conform to food service preparation schedules, which may require night/weekend work.

The service schedule will be mutually agreed upon between contractor and institution and will be at times that will not conflict with institution's count times (2:30 a.m., 6:20 a.m., 10:45 a.m., 4:00 p.m., 9:30 p.m. and 10:30 p.m.).

Some services will be required after 4:00 p.m. Monday through Friday. Some locations will require two servicing per month which will be at the discretion of the supervisor in that area.

The contractor will use bait/spray to attract and destroy and remove insect pests outside of all building. This will help reduce the need for continued spraying inside office and housing areas.

The contractor upon request will provide the institution's contact person with a sample of any pesticide being used inside the institution.

a. Areas to be serviced once a month or as needed, until problem is solved:

1) All class rooms
2) Gym
3) A Building
4) B Building
5) All housing units to include offices as needed
6) Priority
7) Vocational Area
8) Warehouse, Garage, Power Plant
9) OPI, Maintenance, Laundry, Training Room
10) Receiving
11) Commissary
12) Operations Department
13) Grease Traps

b. Areas to be serviced twice a month or until problem is solved:

1) Food Service Kitchen
2) Dining Areas

**DAYTON CORRECTIONAL INSTITUTION (Cont'd.)**

Spray or bait will be used to control the infestation of cockroaches inside food service area, living areas as requested by the Health & Safety Coordinator. Food Service Area to be fogged as requested.

The contractor will provide at no extra cost, when needed, tracking powder, mechanical traps, glue boards, fly strips, room foggers. Upon request, the contractor will leave a supply of glue boards, ant traps, fly strips, to be used between service calls at no extra charge.

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**DEPARTMENT OF ADMINISTRATIVE SERVICES**
**GENERAL SERVICES DIVISION**

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Southeastern Correctional Institution.

I. REQUIREMENTS

A. Service Requirements

1. The pest control Contractor will furnish necessary labor, equipment, and material. The Contractor must provide the building with service for the extermination and prevention of pest infestation of all reported infestations, and is to submit to the Building Superintendent a schedule of services. This schedule must be approved by the Superintendent, and may be revised upon twenty four (24) hours written notice from the Building Superintendent to the Contractor.

2. The Contractor will, whenever possible, use biological control methods known to be effective on the pests being treated. This will include, but is not limited to, the use of insect juvenile hormones, or growth regulators which prevent maturation of insects, especially on the various species of roaches; the elimination of food sources when possible; the use of materials such as Boric Acid Crystals which function as physical controls and do not promote the development of resistant populations of pests, and, when acceptable to the Building Superintendent, release of sterile males.

3. Keys of manned offices will be provided. All spraying to be done during night, weekends, or State holidays. The schedule will be no less than once per month, with the exception of the Governor's residence, which will be upon request, reaching all areas and it will be the Contractors responsibility to determine the amount of man-hours necessary to cover the site.

4. Inside dock parking will be provided for one (1) service vehicle during treatment.

Locations, contact person and type of problems to be serviced for the Department of Administration Services, General Services Division are as follows:

| | BUILDING | CONTACT | PROBLEMS |
|---|---|---|---|
| 1. | Ohio Departments Building<br>25 S. Front Street<br>Columbus, Ohio 43215 | Brian Burkhardt<br>(614) 644-0339 | Insects, mice, rodents, flies, gnat, exterior treatment. |
| 2. | Governor's Residence<br>358 Parkview Avenue<br>Columbus, Ohio 43209 | Tom Newkirt<br>614) 644-7644, Ext. 5<br>Cell (614)554-9417 | No Immediate Problems<br>Call When Needed |
| 3. | Division of Office Services<br>4200 Surface Road<br>Columbus, Ohio 43228 | Jean Booze<br>(614) 644-0339 | Insects and mice, removal of varmints, wasp/bees, yellow jackets and fruit flies (Warehouse and all restrooms) |

**DEPARTMENT OF ADMINISTRATIVE SERVICES**
**GENERAL SERVICES DIVISION (Cont'd)**

| BUILDING | CONTACT | PROBLEMS |
|---|---|---|
| 4. General Services Division<br>246 N. High and<br>35 E. Chestnut St.<br>Columbus 43215 | Eric Hanna<br>(614) 332-1875 | Insects and mice, gnats<br>(Monthly service and additional service as needed, 246 N. High -cafeteria to be sprayed weekly) |

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**GRAFTON CORRECTIONAL INSTITUTION**

In addition to the requirements listed in Section I (Pages 6 through 9) the following will apply to Grafton Correctional Institution and Grafton Correctional Camp.

Some service will be required after 4:00 p.m. Monday thru Friday. Some locations will require two servicing per month which will be at the discretion of the supervisor of that area.

I. SCOPE OF SERVICE

Pest Control - control of common species of pests including but not be limited to rats, mice, bats, wasps, bees, yellow jackets, fleas, lice, bedbugs, ants, flies. The use of pesticide sprays will be limited to areas where there is a visible problem, such as wasps or hornet nests. Bait shall be used on the outside of all buildings for the control of ants. Contractor will provide ant bait stations for the control of ants between service calls.

II. SPECIAL REQUIREMENTS

The Contractor will supply at no addition cost, when needed, mechanical traps and room foggers. Upon request, the Contractors will leave a minimal supply of glue boards, ant traps and fly strips. These items will be used between service calls.

III. CONTRACTOR RESPONSIBILITIES

Furnish materials and labor for pest control services at Grafton Correctional Institution and Grafton Correctional Camp conducted at pre-arranged time at the following locations:

The Contractor must schedule the work to be performed to conform to food service preparation schedules.

The service schedule will be mutually agreed upon between Contractor and institution and will be at times that will not conflict with institution's count times.

Furnish materials and labor for pest control services at Grafton Correctional Institution and Grafton Correctional Camp conducted at pre-arranged time at the following locations:

A. Areas of the institution to be serviced Per Visit.

(2) Administration - Building Offices and Hallways
(2) Visiting Room
(2) Receiving Building Offices & Hallways

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***GRAFTON CORRECTIONAL INSTITUTION (Cont'd)**

(2) Clinic
(2) Pharmacy
(2) Commissary
(2) Package and receiving area
(2) Food service areas to include dock and compactor area
(2) Laundry / Quarter Master
(1) Inmate Barber Shop
(2) Population Gym
(2) Lawns & Grounds
(2) Maintenance Offices
(2) Maintenance Warehouses
(1) Health & Safety Offices
(1) Garage
(13) Dormitories
(2) Education Buildings and Offices
(1) Segregation
(2) Chapel/recovery service

B. Areas to be serviced as needed:

1. Warehouse/garage
2. (4) State Houses
3. Laundry/ Quartermaster

C. Areas to be serviced a minimum of once a month:

1. Visiting Areas
2. Receiving buildings/hallways/Package room
3. Clinics
4. Pharmacy
5. Inmate Barber
6. Population Gym areas
7. Maintenance Offices
8. Maintenance Warehouses
9. Health & Safety Offices
10. Education Buildings (Education, Library, OPI and College)
11. Mental Health Building
12. Chapel / Recovery Service

D. Areas to be serviced a minimum of twice a month:

1. All Housing units/ Dormitories
2. Visiting
3. Segregation
4. Food Service (offices, storerooms, staff dining room, inmate dining rooms, classroom, serving areas and work areas).
5. Commissary (office, store rooms and service area).

The Contractor will provide at no extra cost, when needed, mechanical traps, glue boards, fly strips, room foggers. Upon request, the Contractor will leave an supply of glue boards, ant traps, fly strips, to be used between service calls at no extra charge.

Pest control services are to include all other buildings which may be constructed on GCC or GCI state property.

Any Area of the institution and GCC will be serviced if a problem is noted or a work order is submitted for service.

Pest control services are to include all other buildings, state houses which may be constructed or exist on GCI or GCC state properly.

**HOCKING CORRECTIONAL FACILITY**

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Hocking Correctional Facility.

I. SCOPE OF SERVICE

Pest Control - To include, but not limited to, roaches, rats, mice, bats, wasps, bees, yellow jackets, flies, fleas, lice, bedbugs, ants, water bugs, and other crawling and/or flying insects, and other rodents.

II. CONTRACTOR RESPONSIBILITIES

Areas and service frequency

1. Areas to be serviced twice a month:

A. Food Service Bldg. - All Areas (Twice a Month):

1. Main Dining Room
2. Staff Dining Room
3. Storage Area
4. Kitchen
5. Closet
6. Mop Room
7. Dietetics Office
8. Serving Line Equipment

B. A-Building as follows (Twice a Month):

1. Armory
2. Post 1
3. Restroom and Shower Areas

C. Administration Building as follows (Twice a Month):

1. All Offices
2. Restrooms
3. General Storeroom
4. Basement Area

D. Main Building - all offices as needed:

1. Visiting Area and Vendor Machines
2. Mail Room
3. Dormitories A, B, C and Offices
4. Maintenance/Power Plant Areas
5. Infirmary
6. H-Block (7 cells and shower area)
7. Education Area
8. East and West Gym
9. Control Center
10. Training Office
11. Laundry
12. Training Center

**HOCKING CORRECTIONAL FACILITY (Cont'd)**

E. Any other areas on an as needed, pre-arranged visit.

2. Areas that require stick boards, mechanical traps, and tracking powder for rodent control.

Contractor shall provide tracking powder, mechanical traps, and stick boards at no extra charge for use in the following areas:

A. Food Service Department
B. Commissary
C. Storeroom
D. Vending Area
E. Any other areas on an as needed, pre-arranged visit - both interior and exterior.

3. Specified time of application/billing

A. Regular service for all areas after 10:00 a.m.

B. Contractor must inspect entire institution no less frequently than twice per month to determine effectiveness of pest control program and furnish a written report to the Business Office summarizing the result of said inspection.

C. The Contractor's service technician will be required to sign a Department of Rehabilitation and Corrections Standard of Employee Conduct, certificate of Drug Free Workplace. The Contractor's service technician must also attend a 4-hour in-service training session held at Hocking Correctional Facility.

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**LONDON CORRECTIONAL INSTITUTION**

In addition to the requirements listed in Section I (Pages 8 through 11) the following shall apply to London Correctional Institution.

I. SCOPE OF SERVICE

Pest Control - control of common species of pests including but not be limited to rats, mice, roaches, fleas, lice, bedbugs, flies, ants, bees, inside and outside of the facility. Specific pest control to be included for the trapping and the disposal of birds, rodents, skunks, and raccoons.

II. CONTRACTOR RESPONSIBILITIES

The Contractor will apply a monthly crack and crevice application of oil base insecticide to all areas of the institution. All products applied in living and food service areas must be labeled safe for use in such areas. Monthly application is to be provided to all living units, offices, work areas, recreation and storage areas in the stockade, correctional camp and storeroom.

A. Areas to be serviced monthly, twice a month (ULV fogging) or As Needed

1. Storeroom – As Needed

2. Food Service and Commissary areas (monthly crack and crevice inspection to determine use of application of bait or insecticides).

3. Wardens and Residential areas (Buckeye Units A/B and C/D – As Needed)

**LONDON CORRECTIONAL INSTITUTION (Cont'd)**

4. Best Practices areas – Monthly

Tracking Powder, Scented Stick/Glue Boards, Fly strips are maintained as inventory items and to be provided by the Vendor at Institution's request. Any necessary call backs for problem areas will be provided at no extra charge. Twenty-four (24) hour notice required by both parties for change in spraying or fogging schedule.

III. SERVICES

A. The Contractor will provide all necessary labor, equipment, and pesticides to destroy pigeons and starlings.

B. The Contractor must collect and dispose of all dead birds, and the work will be performed in such a manner that interference with the normal routine is minimum. The area is to be left neat and clean.

C. The Contractor's servicemen must furnish a written report stating: check in and check out time; areas treated and problems associated; comments, if any.

D. The Business Office Manager will provide a service schedule.

E. Areas to be fogged monthly.

Dairy Barn

F. Areas that require stick boards, mechanical traps, and tracking powder for rodent control

Contractor is to apply general crack and crevice liquid insecticide to floor/wall junctions, ceiling/wall junctions, and other known harborage areas as needed. Powdered insecticides will be applied to void areas as needed.

Mechanical traps, cardboard bait boxes with glue boards shall be utilized as needed for the control of rodents. Mechanical traps will have log stickers attached to the inside of each lid. If new mechanical traps are needed, they must have prior approval before installation. Mechanical traps, when purchased, become the property of the London Correctional Institution, and will be cleaned, dated, and serviced each visit.

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**LORAIN CORRECTIONAL INSTITUTION**

In addition to the requirements listed in Section I (Pages 8 through 11) the following shall apply to the Lorain Correctional Institution.

I. SCOPE OF SERVICE

Pest Control - To include but not be limited to rats, mice, yellow jackets, wasp, water bugs, roaches, fleas, lice, bedbugs and ants (inside and outside of buildings).

**LORAIN CORRECTIONAL INSTITUTION (Cont'd)**

II. CONTRACTOR RESPONSIBILITIES:

The Contractor and/or his designated serviceman must service all buildings located throughout the Lorain Correctional Institution as listed. This service will include all the offices, restrooms, food service areas, halls, service closets, panel closets, crawl spaces, basement, sub-basement, vent stacks, and any other areas that the institution deems necessary in the requirements.

**NOTE:** The Contractor is to provide a minimum amount of time to service all areas, time in other individual areas may vary.

Areas to be serviced minimum of twice a month (the first and third Tuesday of each month between the times of 8:00 am and 12:00 pm.

1. Six (6) housing units - Five (5) units with two (2) housing areas per unit and one (1) unit with three (3) housing areas.
2. Administration, South & North Wings
3 Warden's Area
4. Quartermaster/Laundry Area
5. Visit Room
6. All Restrooms
7. All parole offices and hallways
8. Infirmary Building
9. Maintenance and OPI Shops
10. Entry Building
11. Education Areas/Library
12. Recreation Building
13. Reception Building
14. Chapel

B. Areas to be serviced twice monthly:
Inside Compound

1. Food Services Areas
2. Reception Area
3. Commissary
4. Package Room
5. Vending Area/Employee
6. Vending Area/Visit Room

C. Areas where bait is to be placed as needed and/or deemed necessary:

1. Entry Building
2. Chapel
3. Maintenance
4. Visiting
5. Infirmary
6. Recreation
7. School

**NOTE:** Any necessary call backs for problem areas between service calls will be provided at no extra charge.

**MADISON CORRECTIONAL INSTITUTION**

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Madison Correctional Institution.

I. SCOPE OF SERVICE

Pest Control - Control of common species of pests including, but not limited to rats, mice and all crawling insects also trapping skunk, raccoon, birds and bee hives to include pick and removal.

II. CONTRACTOR RESPONSIBILITIES

A. Areas to be serviced minimum of once a month: (Monthly liquid crack and crevice treatment)

Contractor must provide bi-weekly inspection and treatment consisting of bait treatment to two (2) food service areas, one (1) staff dining hall. The following schedule is for liquid crack and crevice treatment. The Contractor is to apply a liquid insecticide to all wall and floor junctions, under equipment and other known harborage sites as needed to control all common crawling insects. Contractor to supply additionally approximately three (3) cases per month of glue boards.

Contractor is to maintain six (6) bait stations near/or around the food service area to be installed by the institution.

B. Areas to be serviced minimum of once a month: (Monthly liquid crack and crevice treatment)

1. Ten (10) Dormitories 18 (Buildings A, B, C, D, R, S, T, U, Banneker A/B, C/D)
2. Two (2) OPI Shops and Maintenance Areas
3. Two (2) Education Areas
4. Two (2) Laundry, Commissary, and Quartermaster Areas
5. Three (3) Administration Buildings
6. One (1) Segregation Area
7. One (1) Infirmary Building
8. Two (2) Recreational Buildings
9. One (1) Entry Building (F Building)
10. One (1) Receiving Building
11. Two (2) Food Service Areas including staff dining room - *ULV fogging and liquid crack and crevice treatment.
12. One (1) Warehouse Building – *ULV fogging and liquid crack and crevice treatment.
13. Two (2) Commissaries (bait treatment)

C. Areas to be serviced minimum of twice a month: (Liquid crack and crevice treatment, baiting and rodent control)

1. Two (2) Kitchens
2. One (1) Warehouse
3. Two (2) Commissaries (bait treatment)

D. Contractor is to complete a sanitation report outlining any areas of concern for the Commissary and Warehouse areas.

Any necessary call backs for problem areas between service calls will be provided at no extra charges.

All pesticides used at the facility must be approved by the United States E.P.A.

**NOTE**: Detention and control areas will be treated only on a requested basis as the need arises.

*UPON REQUEST ONLY.

**MARION CORRECTIONAL INSTITUTION**

In addition to the requirements listed in Section I (Pages 8 through 11) the following shall apply to Marion Correctional Institution.

I. SCOPE OF SERVICE

Eradication of common species of roaches (including water bugs), ants (except pharaoh ants, but including carpenter ants), silverfish, spiders, other crawling insects, bees and rodents/mice in all areas; and bees, termites, spiders, roaches, silver fish, crickets, ants - including carpenter ants and rodents/mice in the State houses at M.C.I.

II. CONTRACTOR RESPONSIBILITIES

Areas and service frequency

1. Areas to be serviced once a month.

   A. Cell Blocks:

      1. Treat five (5) cell blocks, excluding "O" Block and "R" Block.

      2. "O" Block and "R" Block per request.

   B. Dormitories:

      Treat fourteen (14) dorm units, MCC Camp 1 and MCC Camp 2.

   C. Gym

   D. Classrooms

2. Areas to be serviced once a week.

   A. Food Service Building:

      1. Kitchen and dining room.
      2. Garbage storage.
      3. Laundry.
      4. Office, Kitchen, and Dining Room.
      5. Bakery, Butcher shop, bone room.
      6. Four (4) dry good storage.
      7. Receiving and warehouse.

   B. Food Service at the Camp:

      1. Kitchen and Dining room.
      2. Garbage storage.
      3. Dry storage area.

3. Areas to be serviced As Needed.

      1. Garage

      2. Warehouse complex

**MARION CORRECTIONAL INSTITUTION (Cont'd)**

4. Areas to be serviced once a month.

   A. Outside storeroom.

   B. Administration Building

   C. Administrative Short Hall (including 1-9 below).

      1. Vault
      2. Deputy office
      3. Psychology offices
      4. T.I.E. offices
      5. Ice room
      6. Control room #1
      7. Control room #2
      8. Staff restroom
      9. Job counselor

   D. Areas to be serviced as needed:

      1. Shops (Industrial)
      2. Tunnels
      3. Penthouses

   E. State Houses (8):

      1. Initial intensive treatment for bees, ants – including carpenter ants, spiders, roaches, rodents/mice.

      2. Optional service on a quarterly basis, with emergency service provided at no additional charge.

   F. Areas that require stick boards, mechanical traps, and tracking powder for rodent control must be approved by the Health and Safety Coordinator.

      1. Contractor is to apply general crack and crevice liquid insecticide to floor/wall junctions, ceiling/wall junctions, and other known harborage areas as needed.

      2. Mechanical traps, cardboard bait boxes with glue boards will be utilized as needed for the control of rodents. Mechanical traps will have log stickers attached to the inside of each lid. If new mechanical traps are needed, they will have prior approval before installation. Mechanical traps, when purchased, become the property of the Marion Correctional Institution, and will be cleaned dated and serviced each visit.

   G. Exterior Treatment

      1. Exterior treatment state homes twice yearly (April through September) or as needed.

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**NORTHCOAST BEHAVIORAL HEALTHCARE - NORTHFIELD, OH**

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Northcoast Behavioral Healthcare 1756 Sagamore Road.

**NORTHCOAST BEHAVIORAL HEALTHCARE - NORTHFIELD, OH (Cont'd)**

I. SCOPE OF SERVICE:

Pest Control - To include, but not limited to, roaches, rats, raccoon, ground hogs, bats, mice, wasps, bees, yellow jackets, flies, ants, lady bugs, water bugs, spiders and or other crawling or flying insects and other rodents.

II. REQUIREMENTS

Service will be schedule to cause as little conflict as possible with Northcoast Behavioral Healthcare Facility. The regular working day is Monday through Friday 7:00 a.m. – 3:30 p.m. The Property Manager will provide a service schedule to the awarded Contractor.

III. CONTRACTOR RESPONSIBILITIES

Areas and service frequency.

A. Areas to be serviced a minimum of twice a month:

Service will include all offices, restrooms, food service halls, and service areas, closets, living rooms, dining rooms and bedrooms.

1. Dietary Building

2. McKee Building

   a. Patient Units; McKee 4, 3 and 2
   b. Offices/Meeting Rooms
   c. Rehabilitation Areas and Chapel
   d. Clinic
   e. Cafe
   f. Staff/Visitor Restrooms
   g. Food Service Pantry
   h. Dock/Receiving

3. Building 22 (Contractor is responsible for the entire building)

   a. Patient Units: 22A, B, F,C,D,E
   b. Office
   c. Rehabilitation Area
   d. Visitor Room
   e. Vending Areas
   f. Food Service Pantry
   g. Staff/Visitor Restrooms
   h. Admisssion

4. Administration

   a. Offices
   b. Restrooms
   c. Vending Room
   d. Visitor Room
   e. Meeting Room

**NORTHCOAST BEHAVIORAL HEALTHCARE - NORTHFIELD, OH (Cont'd)**

B. Areas to be serviced a minimum of twice a month:

1. Cottage 7
   a. Offices
   b. Meeting Rooms
   c. Restrooms

2. Property Management

   a. Receiving and Storage Areas
   b. Offices
   c. Break Rooms
   d. Police Department

C. Areas to be treated as needed.

1. Garage
2. Tunnels
3. Trash Compactors/Open Tops (monthly May through October)
4. Gazebo
5. Dietary to be fogged as needed.

D. Contractor will supply services to for the treatment of the McKee building and grounds for the current cluster fly problem. Also special maintenance treatment for roaches in Building 22.

E. Raccoon, ground hog, bat trappings as needed.

F. Exterior treatment twice yearly or as needed for all buildings.

G. Any necessary call backs for problem areas between service calls will be provided at no extra charge.

H. Contractor will provide the institution with aerosol cans to kill roaches, flying insects, etc., upon request containing non-restricted pesticides to be used during intermittent service. If the need arises other related products (mousetraps) must be furnished. Any additional cost to be included in contract price.

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**OHIO REFORMATORY FOR WOMEN**

In addition to the requirements listed in Section I (Pages 8 through 11) the following shall apply to the Ohio Reformatory for Women.

I. SCOPE OF SERVICE

Pest Control - To include, but not limited to, roaches, rats, mice, bats, wasps, bees, yellow jackets, flies, fleas, lady bugs, lice, bedbugs, ants, water bugs, and other crawling and/or flying insects, and other rodents.

II. CONTRACTOR RESPONSIBILITIES

Areas and service frequency.

**OHIO REFORMATORY FOR WOMEN (Cont'd)**

A. Areas to be serviced once monthly:

1. Main Building - all Offices as needed
2. Central Food Service - including Basement
3. Visiting Room - Vending Machine Area and entire visiting room
4. Activity Room - Vending Machine Area and Eating Area
5. Officer's Dining Room
6. Honor Camp - Food Service Area, Vending Machine Area and Eating Area

B. Areas of treatment to be serviced on a rotating basis with a minimum of two (2) buildings to be treated, once a month, which shall also include any other areas on a pre-arranged visit. Treatments shall coincide with the above areas:

1. Arn Complex
2. Jean Gossee Cottage
3. Hospital
4. Shirley Bldgs. 1 & 2
5. Rogers Bldgs. 1 & 2
6. Multi-Purpose Bldg. (New)
7. Lincoln
8. Harmon Building
9. School
10. Old OPI Building
11. Laundry
12. Commissary
13. Cosmetology
14. Annex
15. Honor Camp
16. Hale
17. Multi-Purpose Building- Religious Services
18. Kennedy – Living Unit

C. Areas that require stick boards, mechanical traps, and tracking powder for rodent control.

Contractor is to apply general crack and crevice liquid insecticide to floor/wall junctions, ceiling/wall junctions, and other known harborage areas as needed. Powdered insecticides will be applied to void areas as needed.

Mechanical traps, cardboard bait boxes with glue boards will be utilized as needed for the control of rodents. Mechanical traps will have log stickers attached to the inside of each lid. If new mechanical traps are needed, they must have prior approval before installation. Mechanical traps, when purchased, become the property of the Ohio Reformatory for Women, and will be cleaned, dated, and serviced each visit.

D. Special Requirements.

Wood destroying insects, carpenter ants, bats, human parasites, flying vectors, large mammal rodents such as raccoons and marsupials such as possums; these pest occur occasionally and require special applications and equipment.

E. Exterior granule treatment once a year.

F. After each visit the Contractor must furnish the business office with a receipt signed by the Institution's escorting employee which shows date of application, area of application, and application used. Material Safety Data Sheet is required for all chemicals used.

**OHIO REFORMATORY FOR WOMEN (Cont'd)**

G. Contractor will invoice monthly, all invoices must be signed by authorized personnel.

H. A regular application schedule must be developed jointly by the institution and the Contractor. Once set, a minimum of five (5) days advance notice will be required if the Contractor must deviate from the schedule for any reason except an emergency.

I. Contractor will inspect the entire institution no less frequently than once per month to determine effectiveness of pest control program and furnish a written report to the business office summarizing the result of said inspection.

J. All vendors will be required to sign a DR&C Standard of Employee Conduct, Certificates of Drug Free Workplace.

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***RICHLAND CORRECTIONAL INSTITUTION**

*Indicates institution was removed.

**OHIO REFORMATORY FOR WOMEN (Cont'd)**

G. Contractor will invoice monthly, all invoices must be signed by authorized personnel.

H. A regular application schedule must be developed jointly by the institution and the Contractor. Once set, a minimum of five (5) days advance notice will be required if the Contractor must deviate from the schedule for any reason except an emergency.

I. Contractor will inspect the entire institution no less frequently than once per month to determine effectiveness of pest control program and furnish a written report to the business office summarizing the result of said inspection.

J. All vendors will be required to sign a DR&C Standard of Employee Conduct, Certificates of Drug Free Workplace.

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***RICHLAND CORRECTIONAL INSTITUTION**

*Indicates institution was removed.

**SOUTHEASTERN CORRECTIONAL INSTITUTION**

In addition to the requirements listed in Section I (Pages 8 through 11) the following will apply to Southeastern Correctional Institution.

I. SCOPE OF SERVICE:

Pest Control - To include, but not limited to, spiders, roaches, rats, mice, bats, wasps, bees, yellow jackets, flies, fleas, lice, bedbugs, ants, water bugs, and other crawling and/or flying insects, and other rodents.

II. CONTRACTOR RESPONSIBILITIES.

A. Areas to be serviced weekly:

To be performed after normal working hours; approximately 4 - 6 hours to apply through crack and crevice treatment and fogging.

Food Service Bldg. - All Areas

1. Central Dining Area
2. Storage Areas
3. Employee Dining Room and Kitchen
4. Trash Room
5. Dock Area
6. Camp Reams Boot Camp Food Service and Living Areas.
7. General Storeroom.
8. Commissary.
9. Quartermaster/Package Room
10. H-I - All Areas (dormitories)
11. Any Special Problem Areas That May Arise
12. Storeroom (after 3 p.m.)

B. Areas to be serviced-every two weeks.

1. Infirmary
2. O Building
3. Camp Reams Quartermaster/Tool Control
4 M Dorm
5. Dormitories to include F, H, I, M, and any new additions.
6. A-Building including school (all classrooms)
   a. Gym
   b. Employee workout area
   c. Visitors Area
   d. Officers Assembly Room
   e. Shakedown Room
   g. Front Lobby
   h. Attorney Rooms
   i. Officer's Quartermaster
   j. Jaycee Storage Room
   k. Control Center

7. Correctional Training Center/BIS Museum
8. E-Building - All Areas
9. Chapel
10. Mail Area

**SOUTHEASTERN CORRECTIONAL INSTITUTION (Cont'd)**

C. Areas to be fogged As Needed Per Request.

1. Food Service Once a Week or As Needed during May through October (after 7 p.m.)
2. Storeroom Once a Month (after 3 p.m.)
3. Commissary Once a Month (after 6 p.m.)
4. Tunnels Once a Month (must adapt to OSHA requirements of confined entry procedures)
5. Any other area on an as needed pre-arranged appointment.

D. Areas that require stick boards, mechanical traps, and tracking powder for rodent control.

Contractor shall provide tracking powder, mechanical traps, and stick boards at no extra charge for use in the following areas:

1. Food Service Department
2. Tunnel Areas
3. Commissary
4. Storeroom
5. Vending Areas
6. Trash Compacting Area
7. Any other area deemed necessary - both interior and exterior needs
8. Quartermaster

E. Areas to be serviced once a month

1. Maintenance Area Including All Shops, Tool Control, and Garage
2. Laundry
3. All Vocational Shop Areas
4. Power Plant and Sewage Plant
5. OPI Shops (soap, mulch, silk screening)
6. Tower per request
7. Farm Offices per request
8. Guard Shacks per request
9. Lake Reams and Recreation (outside) Areas on an as needed basis
10. Armory
11. Lock Shop

F. Exterior Treatment

Powder spray twice yearly (spring and fall) to exterior of all buildings of the facility including Camp Reams and CTC (Corrections Training Center/BIS Museum). Contractor shall also provide granules for tunnels.

G. Specified Time of Application/Billing

| | | |
|---|---|---|
| 1. | Commissary | after 6 p.m. |
| 2. | Food Service | after 7 p.m. |
| 3. | Storeroom | after 3 p.m. |
| 4. | Vending Room | after 7 p.m. |
| 5. | Holding Cells | after 7 p.m. |

H. Any fogging after normal hours if in living areas - a prearranged time will be set for these incidents.

I. After each visit the Contractor must furnish the Business Office with a receipt signed by the Institution's escorting employee which shows date of application, area of application, and application used.

**SOUTHEASTERN CORRECTIONAL INSTITUTION (Cont'd)**

J. Contractor will invoice monthly.

K. A regular application schedule is to be developed jointly by the institution and the Contractor. Once set a minimum of five (5) days advance notice will be required if the Contractor must deviate from the schedule for any reason except an emergency.

L. Contractor must inspect the entire institution no less frequently than once per month to determine effectiveness of pest control program and furnish a written report to the Business Office summarizing the result of said inspection.

M. All vendors will be required to sign a DR&C Standard of Employee Conduct, certificates of Drug Free Workplace compliance, and abide by OSHA requirements of confined entry for our tunnel areas.

**PRICE SCHEDULE**

| ITEM ID. | DESCRIPTION | COST 07/01/12 - 06/30/13 | COST 07/01/13 - 06/30/14 | COST 07/01/14 - 06/30/15 | CONTRACTOR |
|---|---|---|---|---|---|
| 10606 | Columbus Developmental Center | $ 400.00 PER MO | $ 400.00 PER MO | $ 400.00 PER MO | Environment Plus* |
| 10605 | Correctional Reception Center | $ 650.00 PER MO | $ 650.00 PER MO | $ 650.00 PER MO | Environment Plus* |
| 8560 | Dayton Correctional Institution | $ 600.00 PER MO | $ 600.00 PER MO | $ 600.00 PER MO | AAA General Services* |
| 4188 | Dayton Correctional VERTEBRATE ANIMAL CONTROL | $ N/C PER MO | $ N/C PER MO | $ N/C PER MO | AAA General Services* |
| | Grafton Correctional Institution | | | | |
| 8565** | Marion Correctional Institution | | | | NO AWARD** |
| 4608** | Ohio Reformatory for Women | | | | NO AWARD** |
| 4610** | Ohio Reformatory for Women TERMITES ONLY | | | | NO AWARD** |
| 8637** | Ohio Reformatory for Women POSSUMS AND RACCOON TRAPPING | | | | NO AWARD** |
| 4609** | Ohio Reformatory for Women PIGEON AND STARLING CONTROL | | | | NO AWARD** |
| 10604 | Lorain Correctional Institution | $ 700.00 PER MO. | $ 700.00 PER MO | $ 700.00 PER MO | Environment Plus* |
| 8567 | Northcoast Behavioral Institution, Northfield, OH | $ 700.00 PER MO | $ 700.00 PER MO | $ 700.00 PER MO | AAA General Services* |
| 8637 | Northcoast Behavioral Institution, Northfield, OH POSSUMS AND RACCOON TRAPPING | $ N/C PER APP. | $ N/C PER APP. | $ N/C PER APP. | AAA General Services* |

* Minority Business Enterprise awarded in accordance with Ohio Revised Code CH. 125.081

** To advise of change in award status

**PRICE SCHEDULE (Cont'd)**

**GROUP 1**

| | | | | | |
|---|---|---|---|---|---|
| 4199** | Southeastern Correctional Institution | | | | NO AWARD** |
| 8620** | Southeastern Correctional Institution TUNNELS | | | | NO AWARD** |
| 8562** | Hocking Correctional Facility | | | | NO AWARD** |

**GROUP 2**

| ITEM ID. | DESCRIPTION | COST 07/01/12 - 06/30/13 | COST 07/01/13 - 06/30/14 | COST 07/01/14 - 06/30/15 | CONTRACTOR |
|---|---|---|---|---|---|
| 8563 | London Correctional Institution | $ 700.00 PER MO | $ 700.00 PER MO | $ 700.00 PER MO | Environment Plus* |
| 4190 | London Correctional Institution BIRD CONTROL | $ 100.00 PER APP | $ 100.00 PER APP | $ 100.00 PER APP | Environment Plus* |
| 4191 | London Correctional Institution RACCOON TRAPPING | $ 100.00 PER APP | $ 100.00 PER APP | $ 100.00 PER APP | Environment Plus* |
| 4192 | Madison Correctional Institution | $ 600.00 PER MO | $ 600.00 PER MO | $ 600.00 PER MO | Environment Plus* |
| 22651 | Madison Correctional Institution BIRD, BEE HIVES CONTROL | $ 100.00 PER APP | $ 100.00 PER APP | $ 100.00 PER APP | Environment Plus* |
| 22652 | Madison Correctional Institution RACCOON, SKUNK TRAPPING | $ 100.00 PER APP | $ 100.00 PER APP | $ 100.00 PER APP | Environment Plus* |

**GROUP 3**

| | | | | | |
|---|---|---|---|---|---|
| 10602 | General Services Division (all buildings) BIRD CONTROL ONLY | $ 600.00 PER MO | $ 600.00 PER MO | $ 600.00 PER MO | AAA General* |
| 4182 | Division of Office Services 4200 Surface Rd. | $ 100.00 PER MO | $ 100.00 PER MO | $ 100.00 PER MO | AAA General* |
| 8557 | Governor's Residence 358 Parkview (est. service seven (7) calls annually) | $ 100.00 PER MO | $ 100.00 PER MO | $ 100.00 PER MO | AAA General* |
| 4184 | Ohio Department of Buildings 25 S. Front St. | $ 100.00 PER MO | $ 100.00 PER MO | $ 100.00 PER MO | AAA General* |
| 8556 | General Services Division 35 E. Chestnut St. | $ 100.00 PER MO | $ 100.00 PER MO | $ 100.00 PER MO | AAA General* |
| 4183 | General Services Division 246 N. High St. | $ 100.00 PER MO | $ 100.00 PER MO | $ 100.00 PER MO | AAA General* |

* Minority Business Enterprise awarded in accordance with Ohio Revised Code CH. 125.081

** To advise of change in award status

**PRICE SCHEDULE (Cont'd)**

**ADDITIONAL PRODUCT/SERVICE PRICING: Pricing for the purchase of items and service outside of regular service per agency request.**

Action Pest Control

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AAA General Services

Ant Bait Stations $ 100.00 Cost Per Case

Drain Gel $ 50.00 Cost Per Gallon

Bedbug Treatment/Service $ 225.00 Per Treatment

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Environment Plus Pest Control

Ant Bait Stations $ 50.00 Cost Per Case

Drain Gel $ 35.00 Cost Per Gallon

Bedbug Treatment/Service $ 500.00 Per Treatment

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* To advise of removal of expired contractor pricing.

**CONTRACTOR'S INDEX**

CONTRACTOR AND TERMS:

VENDOR ID NO.: 67748
AAA General Services, Inc.
P.O. Box 27521
Columbus, OH 43227

CONTRACTOR'S CONTACT: Terrence S. McCrary

BID CONTRACT NO.: OT906312-1 *

**MBE CONTRACTOR - SPECIFIED LOCATIONS**

TERMS: Net 30 Days

Telephone: (614) 619-6044
FAX: (614) 917-0744

E-mail: ageneralpest@yahoo.com ***

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CONTRACTOR AND TERMS:

VENDOR ID NO.: 57456
Action Pest Control, Inc.

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BID CONTRACT NO.: OT906312-2

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CONTRACTOR AND TERMS:

VENDOR ID NO.: 190271
Environment Plus Pest Control
P.O. Box 83545
Columbus, OH 43203

CONTRACTOR'S CONTACT: Robert Knox

BID CONTRACT NO.: OT906312-3 *

**MBE CONTRACTOR - SPECIFIED LOCATIONS**

TERMS: Net 30 Days

Telephone: (614) 263-0202
FAX: (614) 263-3030

E-mail: environmentplus@insight.rr.com

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* To advise of removal of contract end dates.

** To advise of removal of expired contractor information.

*** To advise of change in Contractor Email address.

SUMMARY OF AMENDMENTS

| Amendment Number | Effective Date | Description |
|---|---|---|
| 3 | 07/01/16 | As a result of mutual agreement between the state of Ohio and the Contractor, this amendment is issued to renew the subject contract an additional twelve (12) months, effective July 1, 2016 through June 30, 2017, and advise of change to Contractor's Index, as indicated herein. In addition, this amendment is to advise that the following item numbers will not be renewed beyond the current expiration of June 30, 2016: Item numbers: 8565, 4608, 4610, 8637, 4609, 4199, 8620, and 8562. Thereafter, agency shall procure their needs for these supplies/services in accordance with Ohio Revised Code Section 125.05. |
| 2 | 07/01/15 | As a result of mutual agreement between the state of Ohio and the Contractor, this amendment is issued to renew the subject contract an additional 12 months, effective July 1, 2015 through June 30, 2016 and to change contact information for Grafton Correctional Institution. |
| 1 | 03/09/15 | This amendment is issued to indicate as a result of mutual agreement between the state of Ohio and the Contractor to remove Richland Correctional Institution from the contract at the request of the agency and to add the Summary of Amendments page. |